



STANDARDS & ASSESSMENT CONSULTANT (Principal Level)

Arlington, VA

\$74,538 - \$93,173 / ANNUAL + Opportunity for Performance Bonus

THE ORGANIZATION

CPS Human Resource Services functions as a self-supporting public agency to assist public/non-profit sector employers in developing and enhancing their human resource programs. CPS offers a full range of professional services to include; HR consulting, test development/administration, and executive recruitment. [Click here](#) to learn more about our organization.

THE POSITION

Our Arlington, VA (Crystal City) office is seeking a Principal-level Standards & Assessment Consultant to work on the Transportation Security Administration (TSA) contract in various CPS/TSA sites throughout the United States. The incumbent will possess a strong understanding of and have prior experience in public sector test development and validation and project management. The incumbent will lead complex analysis and develop detailed reports based on those analyses. [The incumbent may travel up to 25% to multiple locations where tests and assessments are being conducted.](#)

KEY DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Plans and conducts quality assessments to assure that the testing standards, processes and procedures are being followed.
- Organizes, oversees, supervises, and evaluates the work of program or project staff.
- Participates as a team member in the Standards and Assessment planning process.
- Analyzes the validity of quality assurance data gathered, and reports the results.
- Continuously tracks and updates the assessment-related materials as needed.
- Plans and conducts the quality assurance reviews of assessment sites.
- Plans, coordinates, and conducts job analyses, test development, test-related statistical analysis and test validation activities; prepares technical reports, documenting activities.
- Works closely with management team to propose and implement process changes that will improve the accuracy and success of the TSA assessment process.
- Coordinate activities and efforts with other units within the CPS/TSA Offices.
- Works closely with technical members of project subcontractors.
- Performs other duties as assigned.

QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to demonstrate the required knowledge and abilities would be:

Experience: Four years of increasingly responsible professional level experience in test development and validation.

Education: Equivalent to a Master's Degree in a relevant field.

BENEFITS: Our excellent benefits package includes; health, dental, vision, life, retirement, and many other competitive benefits. To learn more about our benefit programs, please [click here](#).

SELECTION PROCESS: Qualified candidates must complete the online application form at [Job Opportunities](#). Faxes and resumes will not be accepted during the initial recruitment phase. Applications will be reviewed for related experiences, appropriate level, and education. Those most qualified will be contacted to participate in further selection procedures. Qualified candidates must complete a background investigation.

FINAL FILING DATE: [Open Until Filled](#)

CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER